

LEA GRANT TERMS

LOCAL ENFORCEMENT AGENCY GRANTS

EA 14 LEA Grant Cycle - 2003-2004

Grant Application Package

1. Notice of Estimated Award Letter
 - This letter is sent to all potential applicants. It contains an estimate of each LEA grant award and explains the application process.
2. Application Form
 - This form must have an original signature by the delegated authority.
3. Environmental Justice Certification
 - The delegated authority must initial this form.
4. Resolution
 - A sample resolution is included in the Grant Application package. The resolution must designate the position of the person authorized (Delegated Authority) to sign the LEA Grant-related documents. A resolution will be considered valid for a period of no more than five (5) years, unless a lesser timeframe is specified.
5. LEA Grant Budget Report
 - The Grantee must submit a proposed budget that indicates how the estimated LEA Grant funds will be spent.
6. The Statement of Use
 - The Statement of Use is a brief description of how the LEA Grant funds will be used to benefit the LEA's solid waste permit and inspection program.
7. Delegated Authority
 - If authorized in the resolution, the Designated Authority may submit a letter delegating the signature authority to another person or position.
8. Regional LEA
 - A jurisdiction that designates a Regional LEA to carry out the solid waste permit and inspection program must submit a letter of authorization annually to the Grant Manager.

Grant Award

1. Grant Award Letter
 - This letter states the exact amount of the LEA Grant award and provides instructions for completion of the Grant Agreement and Grant Payment Request forms.
2. Grant Agreement
 - The Grantee will be required to abide by the Grant Agreement and any conditioning documents. This document must have an original signature by the designated Signature

Authority. Grantees must return the Grant Agreement within 120 days from the date of the Grant Award Letter.

3. Grant Payment Request
 - This form must have an original signature by the designated Signature Authority.
4. LEA Grant Budget Report
 - The Grantee must submit a proposed budget that indicates how the actual amount of the LEA Grant funds will be spent. Grantee must obtain pre-approval from the Grant Manager for all changes once the cumulative amount equals the lesser of \$5000 or 10% of the grant amount. A copy of all approvals should be in the Grantee's project file.
 - A form is available at <http://www.ciwmb.ca.gov/LEACentral/GrantsLoans/LEA/> .
5. Terms and Conditions
 - This document, which is part of the Grant Agreement, details the general requirements and provisions of the Grant Agreement.
6. Procedures and Requirements
 - This document, which is part of the Grant Agreement, contains instructions for obtaining payment for the grant, the reporting requirements, and the fiscal control procedures.
7. Recycled-content Certification Memorandum
 - This Memorandum describes the process for carrying out the Recycled-content Certification requirements.
9. Recycled-content Certification Form Sample
 - This form is a sample guide for Recycled-content reporting.
10. Recycled-content Certification Form

These forms are to be used for describing Recycled-content of purchases made with LEA Grant funds. The forms should be completed and returned with the final accounting at the end of the fiscal year. One form per vendor should be used. Additional forms (CIWMB 74G-LEA) are available at <http://www.ciwmb.ca.gov/LEACentral/GrantsLoans/LEA/>